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PROPERTY BOOK CONSIDERATIONS AS A GPC HOLDER

16-Mar-04



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**What does the
Property Book
Office do?**



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- Maintains formal accountability records for equipment within the Army system
- Maintains document registers for purchases of equipment
- Determines what items require formal accountability
- Authorizes purchases of equipment IAW local and Army regulations (TAADS)
- Redistribution of equipment already on-hand



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**What does the
property book
office put on the
property book?**



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1. Non-expendable items
2. Sensitive Items
3. Pilferable items
4. High dollar items
5. Anything else the PBO wants to track



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Three types of Personal Property:

- Non-Expendable – not consumed in use
- Durable – not consumed in use
- Expendable – consumed in use



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Nonexpendable property

AR 735-5 Chapter 7-2.

Nonexpendable property is personal property that is not consumed in use and that retains its original identity during the period of use.



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AR 735-5 7-6. Durable property

- **Durable property is personal property that is not consumed in use, does not require property book accountability, but because of its unique characteristics requires control when issued to the user.**



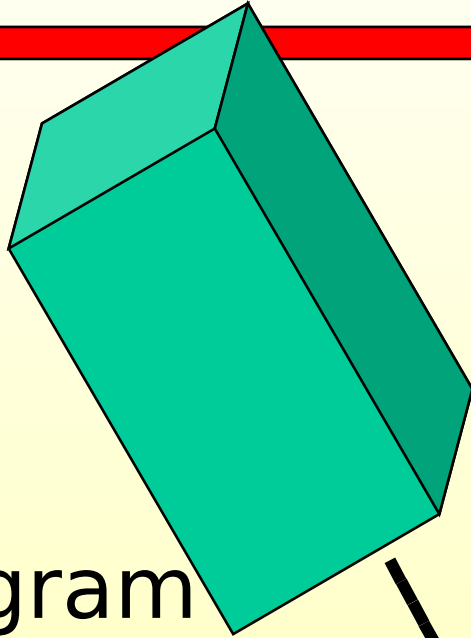
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Why is this
important?

UNCLASSIFIED



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GPC Program

Logistical
Regulations



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Guidance for use of the GPC
doesn't follow previously
published purchasing
procedures outlined in DA
Pam 710-2-1.



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**In terms of
purchasing
property, what
rules should I
follow in using
my GPC?**



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Rule #1: Under normal circumstances Non-Expendable items and items requiring formal accountability must be ordered through the Property Book Office.



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Rule #2:

**Billing/Certifying Officials
should report purchase of
non-expendable
equipment to the property
book office for
establishment of
accountability.**



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**Rule #3: When in
doubt, ask your
PBO.**



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- **What do I need to submit to the Property Book Office in order to establish accountability?**



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- **DD Form 250 - *Signed by purchasing agent***
- **Serial Make & Model numbers**
- **Price**
- **Any other paperwork associated with the purchase**



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DA Pam 710-2-1 Ch. 2-33 f.

Upon receipt of nonexpendable items purchased with the GPC, the primary hand receipt holder will prepare DD Form 250 in four copies.

See Reg. for details on filling out DD Form 250



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QUESTIONS?



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